APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Dept. of Offender Rehalb.	Application Number **78-154**
Application Number	800 Peachtree St. NE Atlanta, GA 30308	Date Received **JUL 1 3 1978** Date Completed **AUG 1 0 1978**

2. Person to Contact — Susan Davis — Records Mangement Office

Working Title

Telephone Number — 894-5562

3. Action Requested

a. ☑ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest *1974* Latest *Present*

5. Records Series Title *(followed by title used in office; if different)*

INDEPENDENT AND COOPERATIVE RESEARCH OR EVALUATION REPORTS

6. Division and Office Function . What is the function of the Division and the Office in which this record series is created?

The Office of Research and Evaluation is responsible for systematically describing and assesing the programs and operations of the Department. The office was established as a staff component within the Commissioner's Office in 1977. All offical research and statistics are released through the Office, and all evaluations of the correctional system are coordinated by the Office of Research and Evaluation.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: maintaining copies of reports prepared under contract or developed by individual scholars or students as private (but sanctioned) reviews of DOR programs or operations.
Included are:

▪ Briefing summaries, statistical reports, and narrative reports.

File is arranged: numerically by project number; thereunder by date of report.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old __*1*__; Seven to twelve months old __*0*__; Thirteen to twenty-four months old __*0*__; twenty-five months and older __*0*__?

9. Annual Rate of Accumulation of Records

Letter-size drawers __*1/4*__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
	✓	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
✓		c. Is this a vital record?
✓		d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
✓		f. Is the information contained in this series ever published? If yes, attach copy.
✓		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
✓		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need ____5____ years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) __2__ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☒ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		Susan Davis	7/5/78

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 78-154	State Auditor/Designee		8-8-78
	Secretary of State/Designee	Carroll Hart	8-4-78
	Attorney General/Designee		8-9-78

AR—50—71; Rev. 76   (Reverse Side)